

**OMC Bahrain Training Office  
Responses to  
CENTCOM IG Inspection Checklist**

**1-6. Training Program Management.**

**a. Indigenous Training Capability.**

(1) How is the host country training capability utilized to meet in-country requirements prior to the programming of US and other out-of-country training? (English language training is addressed separately below.) (Chapter 10, Section 1000, para 10003C, SAMM)

- The Training Officers at the BDF GHQ understand the capabilities of internal BDF training (which is limited) as well as training available in other GCC countries. When they determine a need exists for training they first look within the BDF; then to other GCC countries (where training is either free or offered at a very low cost); then they look to the U.S., UK, Pakistan etc.

(2) Does the SAO review and verify that in-country training is being used to the fullest extent prior to determining the out-of-country training? (Chapter 10, Section 1001, para 100102, SAMM)

- The BDF Training Directorate has a much more comprehensive ability to determine if in-country or GCC training is more appropriate, efficient, or economical. The OMC works with the BDF to identify the available in-country and GCC training and questions any course request which may be fulfilled in-country.

(3) Does the host country have a long-range training plan (at least 2 years) forecasting attrition, expansion, new equipment skills, OJT, and upgrading of personnel? Is the SAO involved in the preparation and maintenance of the plan? (Chapter 10, Section 1003, para 100303, SAMM)

- The SAO works with the BDF training counterparts to develop the U.S. training portion of their two year training plan. This process begins in Nov/Dec and culminates in Mar with the OMC participating in the USCENCOM SATPMR. (See the FY 02/03 trng plan file 22-E-1-4-H).

(4) Does the SAO reconcile/equate the host country annual training plans, programs and requirements to the long-term objectives and priorities? (Chapter 10, Section 1003, para 100303 and 100304E, SAMM)

- This occurs yearly during the long range training plan development.

**b. Planning and Programming.**

(1) Are there scheduled meetings between the SAO and host training officers to discuss current and prior year program implementation and problems that have developed there from? What is the frequency of these meetings? (Chapter 10, Section 1003, para 100303, SAMM)

- The OMC has unlimited access to the BDF HQ. MAJ Jones meets with his training counterparts at least twice per week and talks with them daily. There is also a formal process to establish the long range training plan. MAJ Jones meets with the service specific training action officers and also meets with BAAF, BANF and Army training officers to discuss long term requirements and review

needs for upcoming fieldings. This series of meeting culminates in the development of the two year training plan.

(2) Does the SAO provide/advise the host country in writing with current year class starting dates? How? What suspense action, if any, is used to ensure that either the military departments have provided sufficient lead-time and/or the host country has responded in sufficient time to reschedule or cancel training 60 days prior to the course start date to avoid late penalty charges? (Chapter 10, Section 1010, para 101008, SAMM)

- The OMC downloads the new Standard Training Listing (STL) weekly and reviews reconciliation report to ensure recent email requests for additions/deletions of training are applied.
- The Reconciliation Report, First Date Report (90 Day window) and the Cancellation Report (90 Day window) are hand-carried or faxed to the BDF HQ Training Directorate.
- The Cancellation Report provides the BDF with 90 days prior notice to ensure sufficient time to cancel or reschedule training if necessary without penalty.
- The First Date Report is the primary management tool for ensuring timely submission of ITO request, non-immigrant visa request, security clearance, humanitarian rights screening, biographical data, and medical screening.

(3) What has been the cancellation rate of training spaces over the past 6 months? What are the underlying causes, i.e., lack of qualified students, increased costs, changed training requirements, etc?

- There have been no cancellations within the 60 day window over the past 6 months.

(4) How does the host country develop the training requirements for annual input into the budget year and plan year program? Does the SAO participate in the initial development? Does the SAO and the host country hold a joint conference to review these requirements prior to the SAO's preparation and submission of data to the Service training commands?

- The OMC works with his BDF training counterparts to determine requirements for budget and plan year programming. This process begins in the fall with input provided to the MILDEP's and covered in the line-by-line reviews conducted during the SATPMR.
- The BDF HQ staff develop the BDF total training requirements by soliciting each training units annual needs and prioritizing them in accordance with BDF HQ training objectives. The US Training Requests are then separated and analyzed to determine U.S. IMET, MTT, and FMS training requirements. This portion of the BDF Training Plan constitutes the Two-year Training plan that is programmed at the SATPMR.

(5) Does the SAO effectively monitor/control requests for FMS training? (Chapter 10, SAMM)

- All requests for training are routed through the OMC Training Officer.

(6) Are adequate scheduling procedures established by the SAO to ensure students are made available for English Comprehension Level (ECL) testing, pre-departure briefings and issuance of Invitational Travel Orders (ITO)? (Chapter 10, SAMM)

- The First Report Date Report (90 Day window) is used by the OMC and BDF training offices to manage training course student preparation. The BDF HQ

Training Directorate do an excellent job to ensure students are scheduled for ECL test, receive a pre-departure brief, and issuance of Invitational Travel Orders (ITO).

(7) Is the SAO training officer included in the host country planning sessions concerning materiel acquisitions to ensure that the training impact/requirements are considered in the development of the delivery time of the equipment?

- The goal is to ensure all new acquisitions are planned and fielded as a total package to include training. The OMC Training Officer is included in all meetings/conferences concerning the acquisition of new/EDA equipment.

(8) Are historical records of prior year training programs available to the training officer to provide a basis for program review and follow-up actions? Does the SAO have the latest copy of the two-year training plan on hand?

- All of the training plans dating back to 1999 are available for review (file 22-E-1-4). Additionally, the full packets used to develop the training plans for FY 01/02 and FY 02/03 are also available (file 22-E-1-4-G/H).

(9) Is there an SAO/host country plan to schedule CONUS instructor training courses specifically to upgrade the in-country school system?

- The BDF have the following CONUS instructor training:
  - USAF ETSS F-16 Flight Instruction,
  - USAF ETSS Aircraft Maintenance,
  - USA TAFT for MLRS maintenance
  - USMC TAFT for HAWK
  - USMC TAFT for C4I integration instructor courses (primarily flight instructors (Helo IP in school now) and naval officers).
- OMC and BDF coordinating with MILDEPS and DSCA to use IMET funding for MTT instruction in order to upgrade BDF English Language Program and NCO training.

(10) What is the percentage of dollars attributed to IMET penalty charges on each one of the Service Standardized Training Listings (those WCNS with S, T, U, V suffix codes which designate a 50% penalty charge has been applied to the training line). What were some of the circumstances surrounding the penalty charge(s)? (Chapter 10, Section 1010, para 101008)

- There have been no penalty charges for late cancellations of IMET training. The SAO has ensured the BDF Training Directorate understands the possible impact late IMET cancellations could have on future IMET allocations. Therefore, this program is managed very closely to ensure maximum utilization of IMET authorizations.

#### c. Student Processing and Administration.

(1) Who has the final responsibility for ensuring that each student meets course prerequisites? (Chapter 10, Section 1001, para 100104, SAMM)

- The OMC Training Officer. However, the BDF Training Directorate has considerable experience with CONUS training requirements and fully understands the requirement to meet established prerequisites.

(2) Does the SAO provide a pre-departure to international students departing for CONUS training? Does the briefing cover major points outlined in paragraph 10-54, Joint Security Assistance Training Regulation (JSAT)?

- The OMC conducts a pre-departure briefing for all students going to CONUS training at the BDF HQ. This briefing is tailored based on the info listed in the TMS and available through various sources on the SAN Network tailored for each BDF student. All students are also given a hard copy of their specific course/geo-location briefing material and the generic pre-departure brief for reference during training (file 22-E-5-4).

(3) Does the host country provide initial information on an alternate student so that training is utilized in the event that the initial student is unable to attend scheduled training?

- No. The BDF does a very good job of scheduling students for training and ensuring they have met all requirements prior to the 60th day before training. If there is a problem it is identified before the 60 day mark and the course is either cancelled or postponed.
- Because the BDF is relatively small (12K) compared to the U.S. they do not have the depth in personnel to have an alternate for each WCN, but they pay particular attention on all IMET and PME training to ensure these opportunities are not lost.

(4) Does the SAO use an adequate system to ensure that all administrative actions (obtaining medical certifications, conducting security screening, obtaining international military info-DD2339, and visas) have been taken to ensure that a qualified student will depart for CONUS? (Chapter 10, JSAT)

- The SAO requires that the BDF provide DD form 2339, medical screening, security screening, human-rights screening and non-immigrant visa application, supplemental non-immigrant visa application as a complete packet before the ITO is cut. Upon receipt of this packet the visa request is forwarded to the consular section for processing and the ITO is cut by the OMC Training Officer.

(5) If within the SAOs capability, are students debriefed upon return from CONUS? In the event the student or the host country has adverse/critical comments pertaining to the training, what action is taken to ensure that the Military Departments advised?

- Not all students are not debriefed upon returning from training. The BDF has had trouble in the past making students available for debriefing. However, if a student had a problem in training a debriefing is conducted with the student and pertinent information is provided to the MILDEP and training installation as appropriate.
- Email and the SAN Network (TMS, IMSO sites) serve to keep everyone informed with a students progress. The OMC strives to take corrective action while the student is still in the states.

(6) Does the SAO verify the utilization of IMET-funded students as required by Chapter 10 of SAMM? Is the system the result of a formal US/host country agreement? Are records maintained to show how the students have been utilized? (Chapter 10, Section 1010, para 100104, SAMM)

- No. At the end of the Fiscal Year the OMC Training Officer requests the BDF do not provide a listing of the current utilization of IMET funded students for the previous fiscal year.

- Although the BDF do not provide this report the BDF is not a large organization and each IMET student is placed in appropriate billets to utilize the training they have received.
- The new DSCA IMET Budgeting process will corrective this shortfall starting this FY.

(7) Is the SAO training officer sending the proper message notification (to appropriate MILDEP with info copy to DSAA) advising that country police certification is on hand prior to sending the international military student (IMS) to scheduled US military police training? Does the SAO maintain host country's military police certifications on file for a period of three years (effective 1 Oct 88)? (Chapter 10, paragraph 100102, SAMM)

- See IMET 93, WCN 1006 (file in warehouse). No other IMET students have attended police training in the past seven years.

d. English Language Training. (Chapter 10, Section 1006, SAMM)

(1) Does the host operate English language training facilities? Are the instructors properly trained and what instructional materials are used (American Language Course materials or others)? What is the target in-country English Comprehensive Level (ECL) for students preparing to enter U.S training? (DLIELC 1025.15)

- The BDF operates three English language training facilities (Mina Salman, Fort Riffa, and Shiekh Isa Air Base). They use the ALCPT and DLI materials for English instruction. Most of the instructors are employed by the Bahrain Training Institute and other various local contractors. The poor quality of these instructors is having a terrible effect on the quality of English language being taught. OMC Training Officer and BDF HQ are engaged in getting a DLI Survey and Mobile Training Team to help overcome this problem.
- The ECL goal for students is the based on the ECL required for the particular course they are scheduled to attend. Generally, this is 70 for entry level courses and 80 for PME. Specialized English Training is normally added to ensure the primary training is understood by the student.

(2) Is the student ECL validation date within the 105 day "window" prior to the course report date (compare the 1st course report date on pg 1 to actual ECL validation date in para 10, pg 2, of the Invitational Travel Order)? (DLIELC 1025.15)

- Strict adherence to the DLIELC reference is maintained and the TMS ITO generation program flags violation of the requirement an assist the BDF and the OMC in making sure ECL Tests taken within the proper 105 day window.

(3) Is the American Language Course Placement Test (ALCPT) used as a pre-screening test and a method to reduce the exposure of the ECL? (DLIELC 1025.11-M)

- Yes, this generally the standard in most cases; however, there have been some instances where the student has shown up for the ECL test without first being screened by the ALCPT. This is most common among BDF officers that have received school abroad.

(4) Are Test Control Officers (TCO) and Alternate Test Control Officers (ATCO) designated by an appointment letter signed by the Chief of the user organization and forwarded to DLIELC/LEACT? (DLIELC 1025.15)

- See ECL Desk-top Binder or (file 22-E-6) for documentation.

(5) Has the TCO/ATCO appointment letter been forwarded to DLIELC/LEACT (including a sample of TCO/ATCO signature) and does the letter state appointment of the new TCO/ATCO vice previous one(s)? (DLIELC 1025.15)

- Original is on file with DLIELC.

(6) Are inventories of test materials being conducted at least every six month or upon appointment of a new TCO.

- See ECL Desk-top Binder for current inventory receipt (dated 7 Nov 01). Six (6) month inventory due in May 2002.

(7) Does the DLIELC inventory sheet on the latest ECL test kit (tests/test booklets, scoring keys, and tapes) actually match test materials being controlled/stored by the SAO? (DLIELC 1025.15)

- All ECL Testing materials stored in Training Office Safe. Inventory receipts are stored in ECL Desk-top Binder.

(8) Are ECL tests materials being destroyed when directed by DLIELC or after receiving new ECL test kits? In both cases, is action being documented by a destruction certificate and a copy of the certificate being provided to DLIELC/LERW? (DLIELC 1025.15)

- Yes, destruction certificate was forwarded to DLIELC, copy stored in ECL Desk-top Binder and (file 22-E-6).

(9) Are ECL test materials being stored in a standard safe or in a metal file cabinet (equipped with a key and bar locking mechanism). (DLIELC 1025.15)

- All ECL Testing materials stored in Training Office Safe.

(10) Is a sign-in/out ledger prescribed by DLIELC 1025.15 in use when ECL test materials are removed from the security container? Does the ledger reflect any unauthorized individuals who are not appointed as TCO/ATCO. Also, does the ledger reflect that ECL tests are being rotated in order to avoid an inadvertent compromise of the test materials? (DLIELC 1025.15)

- DLIELC Form 1025.15 is used to track the sign out/in of all accountable ECL testing material.

(11) During ECL test sessions, are test proctors (other than TCO/ATCO) U.S. citizens. Also, for students who fail the ECL test, is the mandatory 30 day waiting period being adhered to before the student can be retested? IAW DLIELC 1025.15?

- Only TCO/ATCO proctor the ECL Tests. The BDF HQ and the students are reminded that students can only take the test again after the 30 mandatory waiting period.

(12) Are the used ECL test answer sheets being forwarded to DLIELC/LEACT on a monthly basis? DLIELC 1025.15

- Per DLIELC reference all test answer sheets are double wrapped and sent to DLIELC via registered U.S. mail.

(13) Has there been any loss or compromise of ECL test materials within the last 12 months? If so, is there a copy of the investigative report on-hand? Are there any recurring deficiencies identified during the IG inspection which have been previously reported as being corrected by investigative report findings?

- There has been no loss or compromise of ECL test materials.

e. Administration

(1) Has the training officer(s) attended Defense Institute for Security Assistance Management (DISAM) prior to this current assignment?

- Major Timothy D. Jones, USMC attended the DISMA SAM-O-4-01 Course (19 March 5 April 2001).

(2) FMS and IMET - When did the SAO receive and what are the dates of the MILDEP Standardized Training Listings (STLs)?

- OMC Training Officer downloads the STL every week (Saturday) or whenever a new download is available.
- OMC Training Officer has also been successful in getting the BDF HQ Training Officer (Staff-2, Major Rashid) and ISAN account and he has the ability to pull Bahrain STL reports from the BDF HQ. In addition, the BDF have programmed two ISAN-O course seats for this FY to improve their ability to use TMS.
- TMS 6.0 will be available to SAOs at the USCENTCOM SATPMR in Tampa, FL 31 April – 3 May 2002.